

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes, bubbling hot springs & cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining & recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville & Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Graveyard Shift? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra's, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

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**BENEFITS:** *Mono County provides generous benefits, including 2.7% @ 55 PERS, medical, dental, vision and 401 deferred compensation +775 Auto Allowance or Use of County Vehicle*  
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## TO APPLY

Application materials should be returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

*SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.*

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

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### HUMAN RESOURCES DIRECTOR

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***At-Will position***

***FINAL FILING DATE:***

***1/15/2010***

***SALARY: \$9,667/MONTH***

***Equal Employment Opportunity Employer***

## THE POSITION

Under the direction of the County Administrative Officer, the Human Resources Director plans, organizes, coordinates and directs the County's personnel programs, labor relations, classification and compensation, recruitment and selection, employer-employee relations, affirmative action and employee development functions, and other personnel management functions. Provides expert professional assistance to County Administrative Officer, Board of Supervisors, other County department heads and employees. Typical tasks include, but not limited to:

- Gather information and assess resources to coordinate all human resource functions under the HR Department. Perform record-keeping, review of employment practices, review HR policies and procedures. Establish departmental goals & objectives.
- Participate in labor contract negotiations. Prepare management resources for negotiations by gathering information, resources and proposals.
- Determine job classification and groupings, FLSA exemption status, recommend salary levels substantiated by internal and external equities. Assist departments to define essential functions through job analysis and the development of position descriptions. Conduct research and salary surveys to recommend salaries. Directs comprehensive job analysis, classification and compensation activities, including the HR component of the personnel/payroll system.
- Perform employment related activities such as test development, recruitment, screening, and other selection processes. Ensure compliance with affirmative action and equal employment opportunity laws.
- Develop, coordinate, and conduct staff training and development programs for all personnel functions, management principals, rules, policies and procedures.
- Perform special projects as assigned by the County Administrative Officer and/or Board of Supervisors.
- Monitor & implement HR compliance programs as mandated by the state, federal and court case decision/opinion; prepare a variety of personnel presentations and reports.
- Develop, implement, interpret, monitor, and administer policies and procedures in accordance with state & federal regulations.

## QUALIFICATIONS

### Knowledge of:

- Thorough knowledge of principles, practices and techniques of public sector personnel administration including recruitment and selection, affirmative action, classification, job analysis, compensation and employee development.
- Thorough knowledge of principles and practices of labor relations in the public agency setting, including effective negotiating techniques.
- Administrative principles and methods, including goal setting, program development and implementation and employee supervision.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Federal, state and local laws, court case opinion/decision, rules and regulations govern human resources administration and employer/employee relations.
- Computer based software and programs for HR processing.
- Principles and practices of budget development and administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles of supervision, training and performance evaluation.
- Computer based software and programs for human resources processing.
- Employee processing and records.

### Minimum:

Bachelor's degree from an accredited college or university in human resource management or a related field or a demonstrated equivalent in formal education and experience.

Five (5) years of progressively responsible experience in a human resources department preferably in public sector. Three (3) years of which must have been in a lead supervisory capacity and performing labor relations. Demonstrated expertise in communications and interpersonal skills.

**Special Requirements:** Possession of, or ability to obtain, a valid California driver's license.

### **Physical Requirements & Working Conditions:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.

## THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an interview with County management staff.

Photo: © Greg Newbry

